



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 1-6-81	1. Agency Address Department of Veterans Service 246 Sycamore Street Decatur, GA 30030	Application Number 76-137-A	
Application Number 13		Date Received 1-8-81	Date Completed 1-15-81
2. Person to Contact Harry B. Brown, Jr.		Working Title RMO	Telephone Number 656-2307
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. # 76-137- Check One: <input type="checkbox"/> Change; <input checked="" type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971		5. Records Series Title (followed by title used in office, if different) Veterans Certificate of License Tax Exemption File	
Latest to date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Claims Division administers services related to veterans of Georgia, their dependents and survivors in all matters pertaining to veterans affairs by informing the veterans population and their families about all veterans benefits, and by directly assisting and advising veterans and their families in securing the benefits to which they are entitled.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The application by veterans for Free Business License Certificate of Exemption Included are: Application for Veteran's Certificate of License Tax Exemption, VSO-25 and Veteran's Certificate of Exemption, VSO-26. The original of the form VSO-25 is retained by the Department of Veterans Service to support the issuance of the State certificate of exemption form VSO-26. A duplicate of the VSO-26 is also retained in this file. File is arranged: In individual folders, alphabetically by name.			
8. Monthly Reference Rate One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>75</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need is 12 months.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 12 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Harry B. Chapman</i>	1-6-81	<i>Barry B. Brown</i>	1-6-81
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		<i>[Signature]</i>	1-13-81
State Auditor/Designee		<i>Carroll Hart</i>	1-12-81
Secretary of State/Designee		<i>[Signature]</i>	1-11-81
Attorney General/Designee			



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FOR AGENCY USE		1. Agency Address Department of Veterans Service 1 Hunter St., SW Atlanta, Georgia 30334	FOR RECORDS MANAGEMENT USE	
Application Date 3-24-76	Application Number #9		Application Number 76-137	
			Date Received APR 20 1976	Date Completed MAY - 7 1976
2. Person to Contact Harry B. Brown, Jr.		Working Title RMO	Telephone Number 656-2332	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest 1971		5. Records Series Title (followed by title used in office, if different) Veterans Certificate of License Tax Exemption File		
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6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Claims Division administers services related to veterans of Georgia, their dependents and survivors in all matters pertaining to veterans affairs by informing the veterans population and their families about all veterans benefits, and by directly assisting and advising veterans and their families in securing the benefits to which they are entitled.				
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The application by veterans for Free Business License Certificate of Exemption. Included are: The application for Veterans Certificate of License Tax Exemption (Form VSO TE-A) and the file copy of the Veterans Certificate of Exemption (Form VSO TE-C). The original is presented by the veteran to the Ordinary of the county of residence for a Certificate of Eligibility. File is arranged: Alphabetically.				
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?				
9. Annual Rate of Accumulation of Records Letter-size drawers <u>25</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
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	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference need is 12 months.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

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- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Pete Wheeler</i> Pete Wheeler	3-24-76	<i>Harry B. Brown, Jr.</i> Harry B. Brown, Jr.	3-24-76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
<div style="text-align: right;">R</div>		State Auditor/Designee	<i>William M. Dixon</i> 5-5-76
		Secretary of State/Designee	<i>Carroll Hart</i> 5-3-76
		Attorney General/Designee	<i>Robt D. Shell</i> 5-6-76